



PERMIT EXPIRES ONE DAY AFTER FINAL EVENT DATE

This permit shall be kept on site during the event. It shall be presented to any Portland Fire or Police official upon request. It is unlawful to remove this notice during the event.

FIRE MARSHAL Portland Fire & Rescue

PUBLIC / SPECIAL EVENT PERMIT CODES TO BE FOLLOWED

- 1) All exits shall be unobstructed, not covered with drape or other items, unlocked and in no way impaired, unless specifically allowed by this office and shown on the approved floor plans. No baffles (draped set back in a draped exit opening) are allowed.
- 2) Provide and maintain clear and visible access to ALL fire extinguishers, fire hose cabinets and fire alarm pull stations.
- 3) Nothing shall be suspended from the building fire sprinkler piping or sprinkler heads. Nothing shall be closer than 36" below a building fire sprinkler head.
- 4) No propane cylinders, flammable gases, liquids or solids are allowed in any building, enclosed tent or structure, unless specifically allowed on approved permit.
- 5) Decorative materials, booth walls, pipe & drape, canopies, etc., shall be effectively flame proofed or of a type acceptable to the Fire Marshal's Office. Use of bark mulch, dust or chips inside structures is not allowed unless approved by this office.
- 6) Enclosed structures or canopies larger than 10' x 10', are not allowed inside buildings unless approved by this office. All approved solid coverings or structures with roofs are to have all electrical power disconnected at the close of show each day. Canopies with a flame-retardant mesh type covering, which allows water to easily pass through, is acceptable, all must be at least 36" below the building fire sprinkler system heads.
- 7) Displaying of vehicles, trailers, or similar, which are equipped with liquefied petroleum gas containers shall have such containers emptied and reduced to atmospheric pressure **BEFORE** bringing them into the building. Any such vehicle with a gasoline or alcohol stove must have such stove completely emptied and reduced to atmospheric pressure, prior to entering the building. Demonstrations of stoves, lights or other appliances fueled by flammable or combustible gas or liquids will not be authorized.
- 8) Each vehicle fuel tank shall not be more than one-quarter full or 5 gallons, whichever is less, and shall be equipped with a gas cap which is either locking or taped in place. Gasoline or other fuels shall not be drained from, or added to, any vehicle within a building. Battery cables shall be disconnected and taped or the cables or batteries removed. **VEHICLE KEYS** to be on-site during event, or the vehicle doors left unlocked. Vehicles with cut-off switches may have switch in "off" position and batteries connected.
- 9) Portable space heaters of any type are not to be used, unless approved on this permit and after an inspection by this office, if required.
- 10) All natural gas supply lines shall have a shut-off valve located by each appliance that is accessible to turn off in the event of an emergency. **ALL** people working in such booths/areas shall be instructed in the location and operation of the natural gas shut-off valve(s) and building location shut-off valve(s).
- 11) Provide minimum 10 foot wide aisles throughout, unless approved otherwise.
- 12) Provide minimum 8 foot wide aisles throughout, unless approved otherwise.
- 13) All table rounds are to be spaced a minimum of 6 feet table edge to table edge.
- 14) No more than 14 chairs in a row. Provide a minimum clear space of 12" between each row of chairs. A row of more than 7 chairs requires an aisle on each side with a minimum 4' width.
- 15) Loose chairs, set up in rows and exceeding 200 chairs, shall have all the chairs securely bonded together.
- 16) All banquet tables are to be spaced a minimum of 31 inches apart when seating on one side and 50 inches apart when seating on both sides.
- 17) All required exits from a building, room, draped area or a tent, as shown on the approved floor plans, shall be equipped with working lighted battery-backup exit signs, with 2 emergency lights per exit sign, placed and centered above the exits.
- 18) Provide one 2A:10BC rated fire extinguisher, serviced per Fire Codes, and placed by each approved exit in a visible location or as otherwise noted on approved floor plan.
- 19) One or more standby fire fighters/inspectors/paramedics are required. They shall be present at least ½ hour before the building or area opens and remain at least ½ hour after the event is over. These will normally be Portland Fire Bureau personnel.
- 20) Security people or guards are required. They are to keep exitways clear and aid in occupant load control, spot and abate fire hazards, etc. They shall be present at least ½ hour before the building or area is opens and remain at least ½ hour after the event is over. A floor plan or other paperwork shall be submitted for approval, showing the number and location of all security personnel at the event.
- 21) Provide stage guard/surge barrier in front of stage. Minimum of 4 security guards are to be posted between the guard/surge barrier and the stage, to prevent people from attempting to reach the stage. They shall be present during all performances.
- 22) Provide minimum 12 inch in height, minimum 1" wide letter stroke, minimum letter width to be in proportion to their height, **RED** letters on a white background "EXIT" or "EMERGENCY EXIT". Signs shall be placed at the top and centered above all required exits, as shown on the approved floor plan. On 6' fencing, place next to exit, on opening end of gate, at top of fence. Fencing or other barrier, less than 6', place exit sign a minimum of 8' above the ground.
- 23) Secure all propane cylinders in an upright position, unless a horizontal tank.
- 24) An audible announcement shall be made 10 minutes prior to the start of each program that notifies occupants of the location of the exits to be used in case of a fire or other emergency.
- 25) Any use of propane requires an additional permit from the Fire Marshal's Office.
- 26) Assigned occupant load must be maintained by the permit holder.

FIRE CODE CITATION INFORMATION

Amount of citation, per day, for each infraction, is determined by the approved square footage shown on the event permit.

Examples of infractions for the above citation amounts are:

1. Exits blocked, obstructed, not in place, or "no exit" type signs on exits.
2. Fire fighting appliances/fire alarm devices blocked, obstructed, or not on-site.
3. Exit corridors or aisles obstructed or the width reduced.
4. Exit signs not working, obstructed or not in place.
5. Tables not spaced as per approved plans.
6. Loose chairs not bonded in groups of three, when over 200 chairs are bonded together.
7. Propane stored or used in enclosed structure.
8. Permit conditions not followed.

Citations will be issued to outside food vendors for:

1. Propane bottles not secured in upright position.
2. Propane bottles too close and being heated by ignition source.
3. Propane regulator not on bottle.
4. No 6" ground ventilation for propane in food booth.
5. Propane bottle with no collar around valve.
6. No fire extinguisher, improper type, discharged.

According to Title 31, Fire Regulations for the City of Portland:

1. A citation can be issued for failure to comply with the terms of this permit.
2. The citation can be issued to any person, firm or corporation who violated permit conditions.

APPEAL PROCESS: Any person who is issued a citation can file an appeal with the Fire Marshal's Office by accessing the Citation Appeal form at <http://www.portlandoregon.gov/fire/31187> – 300.13 C – Citation Appeal Form. Within 10 days after being issued the citation, the appellant shall serve written notice of appeal specifying why you think the fine should not be assessed.